

City of Baltimore
 Department of Human Resources
 201 E. Baltimore Street, Suite 120
 Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Human Services Academic Credit Intern

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| Agency: | Mayor's Office of Human Services |
| Date Opened: | 04/10/2017 |
| Filing Deadline: | 07/15/2017 |
| Salary: | Academic Credit |
| Employment Type: | Internship |
| Recruitment Specialist: | Njukang (NJ) Asong |

Introduction

The Mayor's Office of Human Services provides an integrated system of support for the City's vulnerable populations through four focus areas: Community Action Partnership (CAP); Head Start; Homeless Services; and Reentry. The critical mission of this agency is to oversee the development and implementation of:

- A continuum of housing services for individuals experiencing homelessness or at-risk of experiencing homelessness.
- A comprehensive service delivery model for the CAP centers throughout Baltimore City, with an emphasis on self-sufficiency for residents.
- Early intervention services for child development and school readiness for pre-school children in low-income families that include a holistic support of parents and their pursuit of self-sufficiency.
- A collaborative strategy to support those transitioning from jail and prison to their communities and families.

The mission of the Baltimore City Community Action Partnership is to reduce poverty by offering opportunities for low-income households through education, financial empowerment, housing and energy services, food resources and capacity building.

Location of Position

Various locations within Baltimore City

Position Duties

The interns will receive various assignments and projects to be delivered at the close of their internship.

- Interns working with the Volunteer Income Tax Assistance (VITA) program will be charged with creating innovative ideas to increase participation in the asset development programs, providing free tax preparation services to low-income individuals and facilitating financial education workshops to the community.
- Interns working with the summer youth program will focus on serving as peer to peer mentors with youth assigned to Human Services. They will help to develop a meaningful summer internship experience for high school students and help staff facilitate workshops or career pathways, education and financial management. All interns will receive training.
- Interns working with the utility assistance program will support staff by facilitating energy conservation education workshops to customers and partners to reduce energy burdens and bills.

The intern(s) would be housed in the Community Action Partnership Centers. CAP has five centers, the Office of Home Energy Programs and two satellite centers.

Preferred Qualifications

- Pursuing a degree in Human Resources Management, Social works, Business or Public Administration or related field from an accredited college or university.
- Ability to perform simple arithmetic computations and to use a ten-key calculator with accuracy;

- Ability to learn to enter, retrieve and update information using computer software applications;
- Ability to learn to screen and respond to telephone inquiries from visitors;
- Ability to communicate effectively with the general public, co-workers and supervisors;
- Ability to establish and retrieve records from filing systems alphabetically, numerically or by subject.
- Ability to deal courteously with employees at all levels of government, and to work effectively with varying temperaments, both in person and by telephone.

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*